

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> OFFEROR TO COMPLETE BLOCKS 12, 16, 22, 23, & 28				1. REQUISITION NUMBER AC-06-03514		PAGE OF 1   2	
2. CONTRACT NO. DTFAAC-06-D-00090		3. AWARD/ EFFECTIVE DATE 08/18/2006		4. ORDER NUMBER 0001		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Joy Dickson		b. TELEPHONE NUMBER (No collect calls) 405-954-1015		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY		CODE AMQ0210-ARC		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE % FOR <input type="checkbox"/> SMALL BUSINESS  SIC: 541611 SIZE STANDARD: \$6.0		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
AMQ-210 CONTRACTING TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 312 OKLAHOMA CITY OK 73125						12. DISCOUNT TERMS See Schedule	
14. DELIVER TO		CODE A697393M		15. ADMINISTERED BY		CODE AMQ240-ARC	
A697393M 697393 FAA MM AERO CNTR AMC-8 MGMT SYS DIV HDQRS BLDG, BLDG 167 PO BOX 25082 M OKLAHOMA CITY OK 731250082 US				AMQ-240 CONTRACT MANAGEMENT TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 302 OKLAHOMA CITY OK 73125			
16a. CONTRACTOR/ OFFEROR		CODE		17a. PAYMENT WILL BE MADE BY		CODE	
KENROB & ASSOCIATES INC KENROB INFORMATION TECHNOLOGY SOLUTIONS, INC. 44084 RIVERSIDE PKWY, SUITE 125 LEESBURG VA 20176				FAA AC ACCTG OFC DOT/FAA AMZ-110 PO BOX 25710 OKLAHOMA CITY OK 73125		FAA AC ACCTG O	
TELEPHONE NO.							
<input type="checkbox"/> 16b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				17b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 17a. UNLESS BLOCK BELOW IS CHECKED. <input type="checkbox"/> SEE ADDENDUM			
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY	21. UNIT	22. UNIT PRICE	23. AMOUNT
	DISTR: T Delivery: 12/07/2006 Discount Terms: PROMPT NET 30 Continued ...						
24. ACCOUNTING AND APPROPRIATION DATA See schedule					25. TOTAL AWARD AMOUNT (For Contract Authority Use Only) \$367,979.00		
26. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <input type="checkbox"/> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				27. AWARD OF CONTRACT: REFERENCE _____ OFFER <input checked="" type="checkbox"/> DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
28a. SIGNATURE OF OFFEROR/CONTRACTOR				29a. CONTRACT AUTHORITY (SIGNATURE OF CONTRACTING OFFICER) 			
28b. NAME AND TITLE OF SIGNER (Type or Print)			28c. DATE SIGNED	29b. NAME OF CONTRACTING OFFICER (Type or Print) Phyllis Townsley			29c. DATE SIGNED 8/18/06
30a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				31. SHIP NUMBER  <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED CONTRACT AUTHORITY REPRESENTATIVE				32c. DATE		33. AMOUNT VERIFIED CORRECT FOR	
34. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				35. CHECK NUMBER		36. S/R ACCOUNT NUMBER	
37. S/R VOUCHER NUMBER				38. PAID BY		39a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	
39b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				39c. DATE		40a. RECEIVED BY (Print)	
				40b. RECEIVED AT (Location)		40c. DATE REC'D (YY/MM/DD)	
				40d. TOTAL CONTAINERS			

## CONTINUATION SHEET

REFER IF DOCUMENT BEING CONTINUED  
DTFAAC-06-D-00090/0001PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
KENROB & ASSOCIATES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>Mark For: Craig Whitbeck 6500 S. MacArthur Blvd Headquarters Bldg., AMC-3, Room 170. Oklahoma City OK 73169</p> <p>CLIN 1/Task 1 - PMO Implementation Plan in accordance with attached Statement of Work Electronic &amp; IT: 02 Project Data: 1206ACSCGLBL.ESCPMO.000000.ACR0110000.25100.08/17/2006.12X3000000.R70000 Accounting Info: 12X3000000.2006.XX81R70000.ACR0110000.25100.61006600.0000000000.0000000000 .0000000000 acct1: 12X3000000 acct2: 2006 acct3: XX81R70000 acct4: ACR0110000 acct 5: 25100 acct6: 61006600</p> <p>Total amount of award: \$367,979.00.</p>				367,979.00

## **STATEMENT OF WORK**

### **FAA Mike Monroney Aeronautical Center (MMAC) PMO Implementation Plan-Task 1**

#### **1.1 Scope of work:**

The contractor shall provide the Mike Monroney Aeronautical Center (MMAC) with a clear definition of its Project Management Office (PMO), software tools to support its staff, and an implementation plan to cover immediate and long term needs. Requirements for setting up MMAC's PMO are described herein as a phased approach with the details as to the final deliverables at Paragraph 2.

#### **1.2 Phase I**

(60 days implementation milestone):

Definitions and implementation plans for phase one should include:

- 1.2.1 Project framework methodology
- 1.2.2 High-level assessment on current project management practices
- 1.2.3 Project data repository needs
- 1.2.4 Pilot project selection and pilot project kickoff
- 1.2.5 Required software tools (Section 508 compliant)
- 1.2.6 Organizational roles and responsibilities to manage effectively

PMO Structure

#### **1.3 Phase II**

(90 days implementation milestone):

Definitions and implementation plans for phase 2 should include:

- 1.3.1 End state project management practices
- 1.3.2 End state roles and responsibilities by organization/function
- 1.3.3 Implementation of software tools and work methods for their use
- 1.3.4 Standardized framework methodology to manage small and large

customer projects

- 1.3.5 Evaluation and incorporation of pilot project results into PMO

Contractor shall provide consultation and subject matter expert support on PMO development and progress to the designated representative of the MMAC Director's Management Team.

## **2. DELIVERABLES:**

**2.1** Contractor shall perform a high-level assessment of the MMAC using OPM3 guidelines (from the Project Management Institute) and deliver results in writing within 30 calendar days of issuance of the task order with recommendations for improvement.

**2.2** Contractor shall develop Microsoft Project Plans within 60 calendar days of acceptance of the assessment deliverables to build out the MMAC PMO in phases and will include the selection of a pilot project with milestones. The plans should also include resources required to set up a fully functional PMO. Plans should include:

**2.2.1 "To be" Model of MMAC PMO**

**2.2.1.1 Organizational structure**

**2.2.1.2 Roles/responsibilities**

**2.2.1.3 Staffing requirements**

**2.2.2 Schedule of activities to establish PMO**

**2.2.3 Project framework methodology**

**2.2.4 Project management practice assessment.**

**2.2.5 Training plan for key PMO resources**

**2.2.6 Organizational change management plan**

**2.2.6.1 Define key activities that need to be performed to ensure that MMAC employees and management adoption occurs**

**2.3** Contractor shall provide governance model and associated policy and processes in writing necessary to run an effective MMAC PMO within 90 calendar days of acceptance of the phase one deliverables. Contractor shall evaluate existing governance models.

**2.4** Contractor shall deliver a PMO web-enabled toolkit that contains project management documents, templates and train MMAC PMO lead within 90 calendar days of acceptance of the phase one deliverables. Toolkit may be developed in-house or tailored from a third party commercial-off-the-shelf (COTS) product that meets the MMAC's requirements. Any toolkit developed must be compatible with and lend itself to interfacing with Oracle's Enterprise Project Collaboration software, which the MMAC has already licensed. Collectively the PMO toolkit, governance, policy and documentation will satisfy OMB reporting requirements, define project manager career paths and provide sufficient detail for managing separate or multiple projects under one project plan. Minimum components of the PMO toolkit include:

**2.4.1 Project charter.** To include charter outline and associate criteria for selecting project and prioritization

**2.4.2 Scope document and change management plan.** To include outline of project deliverables and means to manage changes in customer requirements that impact scope and project plan

**2.4.3 Project/schedule management plan.** Includes who manages schedules, how changes are managed and level of EVM tracking, resource, cost, budget schedule and resource management

**2.4.4 Risk management plan.** Provide risk analysis, risk tolerance and response approaches

**2.4.5 Organizational management plan.** To define roles responsibilities and reporting relationships

**2.4.5.1** Clear identification of customer support handoffs from sales to the PMO and from PMO to operational customer support function after project completion

2.4.6 Staffing management plan. To determine human capital resources and skill sets required to accomplish project work and achieve milestones.

2.4.7 Quality management plan. Includes criteria for success and performance measures that must be monitored to meet customer requirements

2.4.8 Communications plan. To describe communications required to provide visibility, cross-organizational support, while managing duration and cost

2.4.9 Work authorization plan. Methods to grant expenditure and commencement of work and termination of work